

PURPOSE

The purpose of this SOP is to address the function and use of the Terrorism Liaison Officer (TLO) position. The Terrorism Liaison Officer unit periodically functions as a Field Intelligence Unit in support of Police Tactical, Hazardous Material, Explosive, Special Operations, or uncommon events.

OVERVIEW

The Terrorism Liaison Officer will periodically act as a Field Intelligence Unit in support of Fire and/or Police command. This may include the following; Injured Officer, Hostage/Barricade, Bomb Threat, Bomb Disposal, Significant HAZMAT, Clandestine Drug Lab, Suspicious Powder, Special Events, Active Shooter and Protests.

Additionally, the Terrorism Liaison Officer will, when possible, attend scheduled meetings, perform assigned Threat and Vulnerability Assessments, staff the Watch Center at the ACTIC, perform training with the members of the fire department, and report back to the Emergency Manager with periodic updates and Intelligence Briefings.

Additionally, the TLO position will function as the primary contact for the Peoria Fire-Medical Department's membership to report suspicious incidents, occurrences, thefts, and all other examples listed in the TLO NOTIFICATION section of this SOP.

In order to minimize the impact on geographical areas and unit members, the Phoenix (UASI) Region has been divided into three districts; East, Central and West. The districts will be assigned two coordinators to manage available resources from cities assigned to their district. All agencies participating in the Terrorism Liaison Program are expected to contribute to the call-out program on a rotating basis as needed, coverage will be coordinated with the use of a duty roster.

SELECTION PROCESS

When a current TLO has decided to resign from the program; or through the Labor Management Process it has been decided to add an additional TLO to the program, the following is how that person will be selected.

- A recruitment notice will be sent out to all fire department members asking for those that are interested to submit, via e-mail, a letter of interest to the TLO Program Coordinator (this person will be identified in the e-mail).
- The recruitment will be open for no less seven (7) calendar days and no more than fourteen (14) calendar days.
- The only pre-qualification is that the person be the rank of Captain and off probation.

All qualified members who have sent a Letter of Interest to the TLO Program Coordinator will be offered an interview for the position. A panel of interviewers determined by the Fire Chief, or His/Her designee, will interview all potential candidates for the position. A multitude of factors, including seniority in rank, will determine the person selected for the position.

LENGTH OF COMMITMENT

There is a two-year commitment to the TLO program upon acceptance and class graduation. In addition, there is a one year written notice of one's intent to end their relationship with the TLO program; this is in accordance with Peoria Fire-Medical Department SOP 100.09 - Determining Shift Assignments under Dropping Certifications.

TRAINING & MEETINGS

All TLO's will make every effort to attend the scheduled TLO Training/Briefing meetings at the scheduled locations. In addition, there are periodic training classes conducted through the Arizona Counter Terrorism Information Center (ACTIC) that are TLO specific throughout the year, and the Peoria Fire-Medical Department will make every effort to assure the attendance of all TLO's to as many of these classes as possible.

VEHICLE ASSIGNMENT

A month-to-month schedule will be implemented for Car 1958 using the current trained TLO's. They will sign up for days that they are available to staff the vehicle, on a stand-by basis, for the upcoming month during the last week of the current month. The

location for transferring the vehicle will be determined by the TLO's and may vary depending on unforeseen factors.

CAR 1958 CELL PHONE STIPEND

All TLO's will receive a cell phone stipend.

NOTIFICATION

District Coordinators will be assigned to the CAR-958 page group in the Phoenix Regional Dispatch Center and will be notified of incidents that may require a response. Incident notifications will vary from one dispatch center to another depending on needs and communications systems. Terrorism Liaison Officers are encouraged to work with local police and fire dispatch centers to establish TLO page groups for specific incident types.

Incidents requiring TLO assistance may initiate from a variety of sources and agencies depending on the specifics of the incident. All TLO's are encouraged to notify the appropriate District Coordinator as soon as possible when they receive information about a real or potential incident.

CALL-OUT PAY

Call-Out pay will be paid at the appropriate overtime rate to the Car 1958 on-call TLO for all incidents that they respond to. The overtime clock will start with the initial dispatch and will conclude when the on-duty TLO returns to an AOR status. A two-hour overtime minimum for all call-outs will apply; with overtime accrued in 15 minute increments after the initial two hours have passed.

SCENE OPERATIONS

It is desirable to have one law enforcement and one fire department TLO on-scene of any multi-discipline or multi-jurisdictional incident in which the ACTIC and/or TLO support could be beneficial to a successful outcome. The first arriving TLO shall make contact with the Incident Commander (IC), introduce themselves as representatives of the ACTIC and the TLO program; be prepared to identify the functions and resources you are able to provide.

Whenever possible, TLO's shall employ the National Incident Management System (NIMS) and/or the Incident Command System (ICS) for functional and geographical designations. The on-scene law enforcement and fire department TLO shall organize and cooperatively deploy needed assets that will support incident objectives. The first arriving TLO, regardless of home agency jurisdiction, shall assume "Intel Sector" unless the sector has been established by the Incident Commander in which case TLO functions will support existing intelligence activities.

The Phoenix Homeland Defense channel (D-15) is encrypted and should be used by Intelligence Sector whenever possible unless it is not conducive to the overall operations of the incident. Consideration should be given to the frequency and value of verbal transmissions when the channel is shared by more than one incident.

Intelligence Sector officer is responsible for determining what human, physical and support resources may be required to achieve the objectives of his/her sector. This may include additional subject matter experts, jurisdiction or agency specific TLO's to respond to the scene, other remote locations or sectors, the ACTIC Watch Center, CIRU, GIS or any other function, or geographical location that is deemed necessary to support the incident.

TLO NOTIFICATION EVENT TYPES (EXAMPLES)

The On-Call TLO (Car 1958) should be notified via the alarm room if any of the following occurs:

- Stolen/missing uniforms, badges, city ID cards, electronic access cards.
- Stolen/missing radios, firefighter turnouts, police uniforms and weapons.
- Hostage or barricade situations.
- Any unexplainable pattern of stolen/missing equipment.
- Reports of anyone performing surveillance or photographing of any city, state or federal government buildings, water treatment plants, electric sub-stations, Fire/Police stations, hospitals, small aircraft or airports.
- Any non-traditional clandestine drug labs.
- All explosions or bomb related incidents.

- All incidents involving Chemical, Biological, Radiological and Nuclear (CBRN) threats or products.
- All white powder incidents.
- Any unusual Haz-Mat incidents especially those which are non-accidental.
- Patients, victims or family members making unusual statements or threats.
- Patients or victims with unexplainable serious injuries, severe burns, blast injuries, chemical exposures.
- Any suspicious activity or equipment in private or commercial buildings.
- Patterns of false alarms at critical facilities.
- Unusually large amounts of expensive non-perishable products such as; baby formula, retail store gift cards, cigarettes, government issued ID cards, etc.
- Any residence with unusual numbers of people and/or no furniture.
- Incidents or activity that raises suspicion of possible terrorism.
- Any incident where Unified Command is established.
- Special events or high profile venues.
- Active shooter incidents
- Any first alarm or greater

RESPONSE LEVELS

Type III

This is the lowest level of TLO response and could involve a local event or incident that does not require additional TLO's or outside resources. This support could be provided remotely or at the scene of the incident. If it is anticipated that the incident may elevate to a Type II response, consider notifying the District Coordinator so additional resources can be allocated. Examples of this level of response could be a suicide/barricade situation without any hostages or a police involved shooting investigation or any incident that includes one public safety agency supporting another with specific medical or rehab resources.

Type II

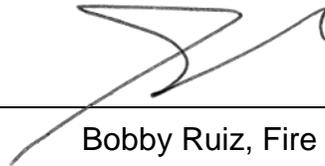
This type of incident is one that requires any additional resources beyond the above and other than the closest, most appropriate Fire and LE TLO's including incidents that require additional TLO's and/or field intelligence, criminal investigative research or

counter terrorism intelligence support, jurisdictionally specific resources or subject matter experts.

Type I

This is the highest level of response and would include all of the above needs for any large-scale single event, or multiple events occurring simultaneously (related or unrelated) at various locations that may require deployment of all available TLO Unit resources. Incidents at this level may have originated smaller and evolved into a large incident or could include pre-schedule events such as a protest or large crowd gathering requiring advanced planning and/or shift work.

Approved:



Bobby Ruiz, Fire Chief

01/24/2019

Date